Position Description
Corporate Information Team Leader

Department	Governance
Location	Narromine
Classification	Grade 13
Remuneration	$73,964.80 to $83,684.64
Date of approval	May 2021

Our Council

Narromine Shire Council covers an area of 5264 km2 and has a population of approximately 6444 in the rural townships of Narromine, Trangie and Tomingley and the surrounding rural areas. Narromine is located 40km from the regional city of Dubbo.

The identities and values of Narromine Shire have been shaped by the culture of the Wiradjuri People, early farmers and by our strong aviation and sporting history. Today, the Shire has a significant farming-based industry that contributes nationally.

Our Values

This position requires commitment to the Council's values and behaviours being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

Primary purpose of the position

- To provide effective information and records management services to Council.
- To manage the efficient, secure and timely handling and storage of Council's information ensuring legislative compliance.
- To review, develop and implement improvements to Council's electronic document records management system.
- To provide a high standard of customer services in relation to records management, information requests and information privacy across the organisation.

Key challenges

- Ensuring all records are created, captured, retained and disposed of in accordance with State Records Act 1998.
- Effective and efficient management of Council's electronic document records management system.
- Information requests assessed in accordance with Government Information (Public Access) Act 2009
- Information privacy requests responded to in accordance with NSW Privacy and Personal Information Protection Act 1998.

Key accountabilities

Within the area of responsibility, this role is required to:

Functional Area	Key Accountabilities
Records Management	- Ensuring efficient and effective document management, recordkeeping and information management practices are applied throughout the organisation. - Ensuring Council's Records Management Policy and practices are compliant with legal requirements, recordkeeping best practice and departmental business requirements. - Effective and efficient operation of Council's electronic document records management system. - Effective and efficient operation of Council's records room. - Ensuring the security of sensitive records. - Identifying and preserving Council's vital records. - Managing the changeover from hard copy to electronic records. - Continuous improvement in the operational practices associated with document and records management.
Privacy Management	- Respond to information privacy enquiries from customers and staff. - Support operational delivery by conducting privacy assessments for activities to determine the risk of potential privacy breaches.
Information Requests	- Liaising with customers seeking information under the GIPA provisions. - Searching Council's electronic document records management system and hard copy records for records requested. - Assessing identified documents to ensure that the information released should be made available. - Preparing responses to customers for review by Director Governance. - Maintaining a register of GIPA requests - Completing GIPA returns/reports for the NSW Information and Privacy Commission.
Corporate Responsibilities	Identifying, reviewing and implementing strategies to improve service quality and efficiency.

	• Maintaining strong relationships among co-workers and departments. • Providing specialist support and advice in records management. • Budget development and monitoring for area of responsibility. • Provide organisation-wide training in the electronic document records management system to ensure competent use.
Team/People Management	• Ensure that the organisations policies and procedures are fully understood and adhered to. • Effectively manage staff, provide training and career development opportunities and foster teamwork to support the development of a motivated, skilled, innovative and continuously improving workforce. • Undertake and complete annual staff assessments.
Code of Conduct and Equal Employment Opportunity	Staff will, at all times, adhere to: • Council's adopted Code of Conduct • Council's Equal Employment Opportunity Policy & Management Plan and Workplace Bullying & Procedures Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.
Work Health & Safety	All employees are responsible for the Work Health and Safety (WHS) for Narromine Shire Council and their duties include: • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The General Manager, Directors, Managers and Team Leaders have additional responsibilities as defined in the Narromine Shire Council Work Health and Safety Policy
Other	Any other duties as directed by the Director Governance.

Key internal relationships

Who	Why
Internal	
Director	The Corporate Information Team Leader has an effective working relationship with the Director and is responsive to requests providing timely and reliable outcomes to scheduled tasks.
Records Officer	The position supervises the Records Officer.

Delegations of Authority

• Authorise expenditure within designated budget up to approved level

Key dimensions

Reports to:

Director Governance

Direct reports:

Records Officer

Indirect reports

Nil

Budget (operating and capital expenditure)

$10,000

Essential requirements

Essential
- Diploma of Records Management, or the willingness to obtain
- Experience in operations and sound knowledge of computerised records and records management systems
- Knowledge of current legislative requirements, issue, directions and standards in government regarding records management
- Class `C' drivers licence

Desirable
- A working knowledge of the Local Government Act 1993
- Appropriate degree or other post-secondary qualification in records management, information management or related field

Special Conditions

Nil

Acknowledgement

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills, values and behaviours is expected by Narromine Shire Council.
- My position will develop over time and this position description will facilitate this development as a 'living document' that I will actively invest in.

_____   _____

Signed   Date

Employee

_____   _____

Signed   Date

Supervisor

Capabilities for the role

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Adept
	Act with Integrity	**Advanced**
	Demonstrate Accountability	Adept
Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Intermediate
Results	**Plan and Prioritise**	**Adept**
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Adept
Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	**Advanced**
	Procurement and Contracts	Intermediate
Workforce Leadership	**Manage and Develop People**	**Adept**
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Advanced	- Models ethical behaviour and reinforces it in others - Represents the organisation in an honest, ethical and professional way and sets an example for others to follow - Promotes integrity, courage and professionalism inside and outside the organisation - Monitors ethical practices, standards and systems and reinforces their use - Proactively addresses ethical and people issues before they magnify
Relationships Work Collaboratively	Advanced	- Buildings a culture of respect and understanding across the organisation - Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams - Builds co-operation and overcomes barriers to sharing across the organisation - Facilitates opportunities to develop joint solutions with stakeholders across the region and sector - Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results Plan and Prioritise	Adept	- Consults on and delivers team/unit goals and plans, with clear performance measures - Takes into account organisational objectives when setting and reviewing team priorities and projects - Scopes and manages projects effectively, including budgets, resources and timelines - Manages risks effectively, minimising the impacts of variances from project plans - Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Technology and Information	Advanced	- Implements appropriate controls to ensure compliance with information and communications security and use policies. - Implements and monitors appropriate records, information and knowledge management systems. - Seeks advice from technical experts on leveraging technology to achieve organisations outcomes - Stays up to date with emerging technologies and considers how they might be applied in the organisation.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Workforce Leadership Manage and Develop People	Adept	• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members • Defines and communicates roles and responsibilities and sets clear performance standards and goals • Coaches team members to help improve performance and development • Regularly discusses performance with team members and provides accurate, constructive reviews • Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals • Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way